

Office of Statewide Health Planning and Development

OSHPD Exam Bulletin

CALIFORNIA
STATE
GOVERNMENT



Facilities Development Division

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

POSITION: Deputy Division Chief, Facilities Development Division (FDD) – CEA 2 (Sacramento)

FINAL FILING DATE: July 2, 2004

SALARY RANGE: \$7302 - \$8051

DUTIES AND RESPONSIBILITIES:

Under general direction of the Deputy Director, Facilities Development Division (FDD), the Deputy Division Chief is the manager responsible for providing policy direction in planning, organizing and directing the work of the Division's Sacramento Office Architectural/Engineering Section Plan Review and Architectural/Engineering Section Field Review Program and staff, including oversight of the Seismic Retrofit Program. The Deputy Division Chief's duties include, but are not limited to, the following:

- Formulates, develops and implements policies related to enforcement of the Hospital Facilities Seismic Safety Act and participates in development of Title 24, California Building Standard Code.
- Makes frequent independent policy judgments to assure attainment of the Division's broad safety objective.
- Advises and makes recommendations to the FDD Deputy Director, Department Director, California Health and Human Services Agency, the State Legislature and the Governor's Office on health facility construction issues.
- Makes final decisions with respect to the most sensitive and complex issues or disputes between design professionals, hospital owners and Division staff.
- Responsible for planning, organizing and directing the work of the Sacramento Office program and staff within the Architectural/Engineering Section Plan Review and Architectural/Engineering Section Field Review and the Seismic Retrofit Program for hospitals providing a policy framework within which professional staff can propose operational decisions.
- Provides leadership and oversight to supervisory staff.
- Implements and enforces the Division's policies and procedures.
- Participates in upper management planning, including, but not limited to, fiscal, strategic, long-term, resource needs, recruiting and hiring for the FDD.
- Prepares and/or reviews workload needs and staff analyses and related personnel, fiscal management and systems analyses for the Sacramento Office Architectural/Engineering Section Plan Review, Architectural/Engineering Section Field Review Program and the Seismic Retrofit Program.
- Represents the Division in meetings and conferences with outside architectural and engineering firms, professional organizations, construction and other industry associations, and state, federal, and local government agencies, individual committees and staff of the State Legislature.

EXAMINATION PROCESS: A preliminary review of all applications and Statements of Qualifications will occur immediately following the final filing date. Applicants with the most desirable qualifications and background will have their applications submitted to a Review Committee for further consideration. Interviews will be conducted at the discretion of the Review Committee. Each applicant shall be notified in writing of the examination result. The results of this examination will only be used to fill the position identified on this examination announcement.

REQUIREMENTS FOR ADMITTANCE TO THE EXAM: Permanent California State civil service status or service as a Legislative employee meeting the criteria in Government Code Section 18990, or service as an exempt employee in the Executive Branch meeting the criteria in Government Code Section 18992, and the following knowledge and abilities:

Knowledge of: the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating teams; techniques for continuous process improvement and maintaining quality customer service; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in the EEO Program.

Ability to: plan, organize, and direct the work of multidisciplinary and multicultural professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledges and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

SPECIAL PERSONAL REQUIREMENTS: Ability to perform high level administrative and policy-influencing functions effectively.

DESIRABLE QUALIFICATIONS: In appraising experience, weight will be given to the following desirable qualifications, as well as possession of the aforementioned minimum qualifications:

- Experience managing and/or supervising professional, technical and administrative staff such as engineers, architects, and construction inspectors.
- Knowledge of complex building construction design processes and construction methodologies and related codes and standards.
- Ability to balance competing arguments: cost/benefit and equivalent alternatives.
- Experience with development and implementation of policies and procedures.

HOW TO APPLY: Submit a Standard State application (Std. 678), a Statement of Qualifications, resume, and references. A Statement of Qualifications provides a comprehensive narrative statement of the applicant's knowledge, skills, and abilities that are directly related to the Minimum and Desirable Qualifications for this position. The Statement of Qualifications should be no more than three typed pages. **Consideration for interview is based on submission of all application materials. Failure to submit all application materials may result in elimination from the examination.** Application materials may be filed in person or via mail with the Office of Statewide Health Planning and Development (OSHPD), Personnel Office, Attention: Beverly Lamera, 1600 9th Street, Room 350, Sacramento, California 95814. Application materials must be **POSTMARKED** no later than July 2, 2004. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason. The final proposed candidate may be required to complete a Governor's application form.

QUESTIONS? If you have questions concerning this examination or require special testing arrangements, please contact the Examination Services Unit at (916) 651-9173. California Relay Telephone Service for the deaf or hearing impaired is TDD Voice 1-800-735-2922. Also, see the following web sites for further information regarding this CEA examination: <http://www.oshpd.ca.hwnet.gov> or <http://www.spb.ca.gov/wvpos>